

*Arlington Council on Aging*

*Meeting Minutes*

September 17, 2015

**Present:** Anne Fitzgerald, Mara Klein Collins, Sue Culhane, Jill Greenlee, Jim Munsey, Noreen Murphy, Dick Phelps, Paul Raia.

**Absent:** Marge Vanderhill, Bob Tosi, Jr. (Associate Member)

- I. Call to order** - Jim called to order the regular meeting of the Council on Aging Board at 5:45PM on April 17, 2015 at 27 Maple Street, Arlington, MA. Jill Greenlee volunteered to record the minutes of this meeting.
- II. Citizen's Open Forum** – No one present.
- III. Approval of minutes from last meeting** - The board reviewed the minutes from the June 18, 2015 meeting. Mara asked that the minutes be amended to show that Bob Tosi, an associate member, was present. This amendment was approved.
- IV. Report of the Chair**
  - a) Jim asked for feedback on the letter to the Planning and Community Development Committee. This letter was drafted by some of the board members and sent to all the board members via email before the meeting. Jill, Paul, and Noreen offered suggested changes. Jim agreed to make revisions to the letter and send it to the board members for additional feedback.
  - b) Jim raised the issue of moving our meeting time from 5:45 to 6:00 or 6:30 for future meetings. A motion was made to change the start time to 6:00PM, seconded and then approved.
  - c) Jim raised the issue of forming two sub-committees to hold discussions with the FINCOM and with the Board of Selectmen to open lines of communication regarding the COA budget before the budget process begins. There was a general discussion of how these subcommittees might engage with the members of FINCOM and the Selectmen. It was suggested that we have a list of members of FINCOM before moving forward.
  - d) Jim asked Susan Carp for an update on Donald. Susan reported that he is still out on medical leave.
  - e) Jim asked Susan for an update on the feasibility study of the building. Susan reported that key people on the Central School feasibility committee (Andrew

Flanagan and Carol Kowalski) were in the process of moving to positions outside of Arlington, so the process has been stalled. There was one vendor response to the Request For Proposals (RFP). Susan said there is no new information to report for this meeting.

## **V. Executive Director's Report**

- a) Susan was asked if the COA's Standards of Conduct and Behavior has been updated. She reported that requires additional language about standards of independence. There was a group discussion about this. Several members stated that they felt the language already included standards of independence.
- b) Susan reported that Town Day was a success. She had a great deal of contact with seniors and adult children at the COA table.
- c) Susan reported that the summer has been tough with so many staff out on medical leave.
- d) Susan explained that the six nurses who are doing a community health rotation at the COA will be running blood pressure clinics, conducting home visits, and participating in activities that allow them to connect with seniors and do outreach to folks in the community.
- e) Susan explained funds needed for the Mandarin Chinese "A Matter of Balance." There was discussion about how the COA could raise those funds. One suggestion was to request support from the Friends.
- f) Susan explained how the COA would celebrate National Senior Center month on September 24<sup>th</sup>.
- g) Susan also informed the board that there is a COA Board member training on Friday October 16<sup>th</sup> from 9-11am at the Belmont Senior Center. These are helpful trainings, and anyone interested should email Susan. There will also be a Senior Medicare Patrol meeting on September 23<sup>rd</sup> at 12:30. The MCOA conference will be held in October. Board members can go; again, let Susan know if you are interested.

## **VI. Other Reports**

- a) Minuteman Senior Services Liaison – nothing
- b) Friends of the COA - nothing

## **VII. New Business**

- a) Welcomed new members.

- b) Reviewed Behavior Standards.
- c) Goals for 2015/2016 – not discussed
- d) Friends Road Race – fast approaching. Some discussion about volunteer roles.

#### **VIII. Old Business**

- a) Newsletter template – Mara requested that someone help with this. Noreen asked that someone make a list of all the activities that require additional time from Board members so that we can divide up the tasks. Mara agreed to do this.
- b) Vision 20/20 survey – Mara advocated that we put questions on the survey. After some discussion it was agreed that we would compile questions over email and discuss them at the next meeting. November 1<sup>st</sup> is the deadline to submit questions to the Vision 20/20 folks; to meet that, Board members should email Mara 1-3 questions by October 1.

#### **IX. Adjourned at 7:10PM**